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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
FIELD SERVICE BRANCH—NORTH CENTRAL REGIONINSTRUCTIONS FOR PREPARATION AND HANDLING OF
APPLICATIONS FOR PAYMENT UNDER THE 1946 AGRICUL-
TURAL CONSERVATION PROGRAM—NORTH CENTRAL
REGION

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PART 1. GENERAL INSTRUCTIONS

A. **General plan.**—Form NCR-46-25, Application for Payment, will be used as a computation sheet and application for payment under the 1946 Agricultural Conservation Program. Forms NCR-46-25 will be prepared and computed in the county offices. The State offices will spot check the first transmittals of Forms NCR-46-25 received from the county offices. A complete check of Forms NCR-46-25 will be made in the General Accounting Preaudit Office. Work should not be started on Forms NCR-46-25 until such work has been authorized by the State committee.

A Form NCR-46-25 will be prepared for each farm in the county on which a hayseed poundage payment was earned and a performance report was filed by February 1, 1947. A form NCR-46-25 will also be prepared for each other farm in the county for which a farm plan was signed by the final date for signing farm plans and a performance report was filed by February 1, 1947, except those farms where the only approved practices performed were carried out entirely with conservation materials or services furnished by the AAA (no cash materials or services used) and the credit for the practices is not in excess of the cost to the AAA of the materials and services used.

The State and county code and farm number and data for approved practices will be entered on NCR-46-25 from NCR-46-17, Notice of Approved Practices and Report of Performance. Assignment and

set-off entries will be made from the ACP-69 file and the register of indebtedness. Thereafter computations on NCR-46-25 will be completed.

As Forms NCR-46-25 are completed, they should be submitted for signature to all applicants who are interested in the payments on the farm and who will sign NCR-46-25. Where more than one person has an interest in the farm and it is not possible to obtain in a reasonable length of time the signature of one of the applicants who should sign NCR-46-25, the reason for the failure of the applicant to sign should be entered on the line for his signature and a supplemental NCR-46-25 should be prepared. The supplemental NCR-46-25 will be prepared in the same manner as the original NCR-46-25 except, the letter "X" should be entered after the serial number, and the word "Supplemental" should be entered in the heading. A copy of the supplemental NCR-46-25 will be attached to the original when it is forwarded to the State office. In these cases all entries for indebtedness, assignments, and payments on lines 4, 5, and 6, section IV on the original NCR-46-25 for the applicant who does not sign the original NCR-46-25 should be deleted and entered on the supplemental NCR-46-25. The original and one copy of the supplemental NCR-46-25 will be kept available for the applicant to sign at some future date.

When applications are signed by applicants, a member of the county committee will sign the county committee certification and the applications will be listed on RF-10, Revised, and forwarded to the State office with copies and carbon paper intact. Supplemental Forms NCR-46-25 may be listed on RF-10, Revised, with original Forms NCR-46-25, however, the supplementals should be listed in a separate column from the originals and identified as supplementals.

When Forms NCR-46-25 have been accepted in the State office, the original and copies of Forms NCR-46-25 together with the copies of the supplemental Forms NCR-46-25 for applicants failing to sign NCR-46-25, will be released to the General Accounting Preaudit Office. The General Accounting Preaudit Office will review Forms NCR-46-25 and when possible correct calculations thereon, and return the copies of NCR-46-25 to the State office. Payments will be scheduled from approved Forms NCR-46-25 by the State Office. After payments have been scheduled, one copy of each NCR-46-25 will be returned to the county office and the remaining copy will be filed in the State office.

B. Preparation of list of eligibles.—The preparation and use of RF-7 will be optional with the State committee.

C. Corrections and suspensions.—Whenever possible any error found by the State office or by the General Accounting Preaudit Office on NCR-46-25 will be corrected on the original and on the copies of the form. If the error cannot be corrected, the form will be returned to the county office for correction together with a copy of RF-4 or preaudit difference statement. The copy of RF-4 or preaudit difference statement should not be detached in the county office and must accompany NCR-46-25 when it is resubmitted to the State office.

D. Initialing of corrections.—The following changes on NCR-

46-25 must be initialed by a member of the county committee who certified the form:

1. Changes in basic data which increase the applicant's payment if the final payment in line 6, section IV, was corrected on the basis of such changes.
2. Changes which increase the amount of an assignment, if the final payment in line 6, section IV, was corrected on the basis of such changes.
3. Material changes in printed name or address of the applicant or assignee. The addition of a middle initial to a name is not a material change. The addition of a route or street number to an address is not a material change.
4. Changes, deletions, or insertions of basic data or information on applications returned from the State office for verification or correction. If the preaudit difference statement indicates that a statement of explanation will be required for certain types of changes and such a change is made, a statement explaining the change should be prepared, signed by a member of the county committee, and attached to the application for payment.

If a member of the county committee who certified the form is not available, another member of the county committee shall certify the form and initial the changes.

E. Negative numbers.—Whenever a computation results in a negative number enter zero (0) and not the negative number.

F. Fractions.—All computations will be carried to two decimal places beyond the number of decimal places required in the result, and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to "50" or less, they will be dropped, and if such digits amount to "51" or more, the last-required decimal place will be increased by "1". For example, if the result of a computation is—

1. 8.4750, enter 8.47
2. 8.4751, enter 8.48

All computations involving amounts of money will be rounded to two decimal places. All other computations should be rounded to one decimal place.

G. Practices which tend to defeat purposes of program.—If it is determined by the county committee that a person who makes application for payment has adopted any practice which tends to defeat any of the purposes of the 1946 or previous programs, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

H. Depriving others of payment.—If it is determined by the county committee that a person who makes application for payment has employed any scheme or device, the effect of which would be or has been to deprive any other person of any payment under the program, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

I. Failure to carry out approved erosion control measures.—If it is determined by the county committee that a person has been negligent and careless in his farming operations by failing to carry out approved erosion control measures on land under his control, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

J. Failure to maintain practices under previous programs.—If it is determined by the county committee that any conservation practice carried out under previous programs was not maintained in accordance with good farming practices or the effectiveness of any such practice was destroyed in 1946, a deduction shall be made from the payment of the person responsible for destroying or not maintaining the practice. The extent of the practice destroyed or not maintained and the 1946 credit rate for the practice shall be entered in section IV of NCR-46-25 and the deduction made in the same manner as for other types of indebtedness. If there is no 1946 credit rate for the practice, the credit rate for the year in which the practice was performed shall be used. There shall be attached to the application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

K. Breaking out permanent vegetative cover (specified counties in Nebraska and South Dakota).—If it is determined by the county committee that native sod or other permanent vegetative cover was broken out in 1946 without the approval of the county committee and that the land broken out is not suited to the continuing production of cultivated crops and will become a wind erosion hazard to the community, a deduction at the rate of \$3 per acre shall be made from the payment of the person responsible for breaking out the land. The acreage so broken out and the rate of deduction shall be entered in section IV of NCR-46-25 and the deduction made in the same manner as for other types of indebtedness. There shall be attached to the application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

L. Limitation of ACP payment to \$10,000.—The State office will keep a record of gross ACP payments made and materials or services furnished on "no application" farms to persons other than individuals, partnerships, or estates who will file applications in other counties and other States, and to individuals, partnerships, or estates who will file applications in other counties in the State. Where necessary the State office will reduce the gross ACP payment to any such person to keep his payments within the \$10,000 limit. Where part or all of the gross payments due under any application cannot be made because of the \$10,000 limitation, the State office will enter a statement in the margin of the county office copy of the application before it is returned to the county office, setting forth the fact that the gross payment under the 1946 ACP was reduced because of the \$10,000 limitation.

M. Assignments and indebtedness to the United States Government.—The county office will maintain a file of the names of persons who have assigned all or a part of their agricultural conservation payments and a file of the names of persons who are indebted to the United States Government from which files the county office will make entries for assignments and indebtedness on applications for payment. The assignment file will consist of Forms ACP-69, Assignment of Payment under the 194— Agricultural Conservation Program, on which payments under the 1946 Agricultural Conservation Program have been assigned. The indebtedness file shall consist of Form ACP-64, Request for Conservation Materials and Services, Form ACP-128, Purchase Order for Conservation Materials or Services,

RF-12, Record of Indebtedness, FCI-223, Record of Note Transactions, and FCI-22, Acreage Report, or other form on which crop insurance indebtedness is listed.

Entries for assignments will include the name of the assignee, followed by the word "assignee", the address of the assignee, and the unpaid amount of the assignment. If part of the assignment was liquidated on a previous NCR-46-25, enter the unliquidated amount of the assignment.

Entries for set-offs shall be made in accordance with the procedure in Part I, APS-County-1, Revised. A notation indicating that the set-off has been made should be entered on the record of the indebtedness.

When copies of Forms NCR-46-25 are returned to the county office, such forms should be examined to determine whether deductions for assignments and set-offs have been made. If any question arises as to whether a deduction was made, the voucher continuation sheet should be examined. Where a set-off has been made credit entries should be made on the debt record. There should be shown the amount set off (\$40.12), the application number (42-061-1-101), and the name of the program (1946 ACP). If the entire debt is satisfied, the debt card will be placed in the dead file after credit entries have been made. In the case of a partial satisfaction of the indebtedness, credit entries will be made on the debt cards and they will be replaced in the live file. After an assignment has been completely liquidated on an application, the ACP-69 should be removed from the live file and placed in the dead file. In the case of a partial liquidation, a credit entry should be made on ACP-69 and the ACP-69 should be replaced in the live file if the assignor will receive payment on other farms in the county.

PART II. ENTRIES ON FORM NCR-46-25

A. General.—1. All entries on NCR-46-25 will be made with an indelible pencil or typewriter. Where it is necessary to correct an entry, the incorrect entry should not be erased, but a line should be drawn through the incorrect entry and the correct entry written immediately above or in the nearest available space.

2. Where more than two persons share in the payments for a farm, additional sets of NCR-46-25 will be necessary. Where two or more sets of NCR-46-25 are used, enter on the forms other than the first set, only the State and county code, farm number and data for section III, columns (g) to (j), inclusive, and Section IV. Also, enter in the heading above section III of each set of the form, the number of the set and the total number of sets. For example, "Sheet No. 1 of 3," "Sheet No. 2 of 3"; etc.

3. Where a hayseed poundage payment is not earned and the only approved practices performed were carried out entirely with conservation materials or services furnished by the AAA (no cash materials or services used) and the credit for the practices is not in excess of the cost to the AAA of the materials and services used, Form NCR-46-25 will not be prepared. (See part IV, C, 7 of NCR-46-15.)

4. If part of a practice was carried out with conservation materials or services furnished by the AAA and a part of the same practice was

carried out with cash materials or services, separate entries will have been made for each part of the practice on NCR-46-17. However, if the person or persons to whom the materials or services were furnished are entitled to the same shares in the part of the practice carried out with materials or services furnished by the AAA and in the part of the practice carried out with cash materials or services, the total extent of the practice performed should be entered on one line in column (d) of NCR-46-25 and the practice should not be identified as a "CMS" practice. For example, if 20 tons of lime were approved, 15 tons of lime were furnished to John Doe, and 10 tons of cash lime were applied by John Doe, he would be entitled to 100 percent of each part of the practice and the full extent of the practice carried out, 25 tons, should be entered in column (d) on one line.

If the person or persons to whom the materials or services were furnished are not entitled to the same shares in the part of the practice carried out with materials or services furnished by the AAA and in the part of the practice carried out with cash materials or services, separate entries must be made for each part of the practice. For example, if 20 tons of lime were approved, 15 tons of lime were furnished to John Doe, and 10 tons of cash lime were applied by Richard Roe, separate entries must be made for each part of the practice. The entries for the 15 tons of lime furnished to John Doe should be made first and the letters "CMS" should be entered to the left of column (b) on the same line. The entries for the 10 tons of cash lime should be made on the next line and the word "Cash" should be entered to the left of column (b) on this line. The total number of units approved for the practice on the farm should be entered in column (c) on the line for the "CMS" part of the practice. The entry for column (c) for the "Cash" part of the practice will be computed as indicated in part III of this procedure.

5. If one person on the farm has a different share in one part of a practice than he has in another part of the same practice, separate entries will have been made for each part of the practice on NCR-46-17. However, unless separate entries must be made for the different parts of the practice because part was carried out with materials or services furnished by the AAA and part was carried out with "Cash" materials or services (see preceding paragraph), the total extent of the practice performed should be entered on one line in column (d) of NCR-46-25. Where separate entries for the practice are not made, weighted percentage shares for persons sharing in the practice should be determined and entered in columns (g) and (i). For example, if John Doe has a 100 percent interest in 15 units of a practice and a 50 percent interest in 10 units of the same practice, and Richard Roe has the other 50 percent interest in the 10 units of the practice, John Doe would be entitled to 80 percent of the entire payment for the practice and Richard Roe would be entitled to the remaining 20 percent of the payment for the practice. John Doe's weighted percentage share is

obtained by multiplying 15 units by 100 percent, multiplying 10 units by 50 percent, adding these two results, and dividing this sum by 25, the total number of units of the practice carried out. (15 times 100 percent equals 15, 10 times 50 percent equals 5, 15 plus 5 equals 20, 20 divided by 25 equals 80 percent.) Richard Roe's weighted percentage share is obtained in a similar manner or by subtracting 80 percent from 100 percent.

6. No entries will be made for a practice unless the practice was carried out in accordance with the specifications for the practice, and was approved by the county committee (except the hayseed poundage practices which do not require prior approval). No entries should be made for approved practices unless some units of the practice were properly carried out.

7. No entries will be made for the weed eradication or control practice unless the farm operator completed Form ACP-147, Revised, Producer's Record of Perennial Noxious Weed Control or Eradication Operations, and the form is approved by the county committee.

8. No entries will be made for dams and ponds for livestock water, deferred grazing, development of springs and seeps, wells, fireguards, reseeding noncrop open pasture, complete pasture establishment, or stock water pipe lines on applications for farms in Nebraska and South Dakota having over 640 acres of grazing land, unless the county committee has indicated on NCR-46-17 that the range management plan approved for the farm was carried out satisfactorily.

9. There will be entered in section III, column (a) a short descriptive title of the practice carried out, for example: "Contour seeding," "Contour strip-cropping," "Harvesting seed-acreage basis," "Harvesting seed poundage basis," "Weed control," "Fertilizer," and "Dams."

10. When transferring entries for practices from NCR-46-17 to column (d), section III of NCR-46-25, the extent of the practice shown on NCR-46-17 should be converted to the unit upon which payment will be computed, for example: 1,000 feet of standard terrace will be shown as 10.0, 1,000 pounds of 0-20-0 will be shown as 10.0.

B. Entries on NCR-46-25.—Obtain the entries on NCR-46-25 as follows:

HEADING OF FORM

Item to be obtained	Where obtained
State and county code and farm number.	Upper right-hand corner of NCR-46-17 or NCR-46-5.
Farmland.....	Upper right-hand corner of NCR-46-17 or NCR-46-5.
Cropland.....	Upper right-hand corner of NCR-46-17 or NCR-46-5.
Noncrop pasture.....	Upper right-hand corner of NCR-46-17 or NCR-46-5.

Section III—CONSERVATION PRACTICES

Item to be obtained	Where obtained
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Entries will be made for each approved practice carried out and for the hay-seed poundage practices. The general instructions in this part II should be carefully followed in making entries in section III, particularly for practices partly carried out with conservation materials or services and partly with cash materials or services. All entries for each approved practice will be made on one line except for the type of case described in the last part of paragraph 4 of this part II.

Lines 1 to 10 inclusive:

Column (a) Name of practice-----	Column (f) or column (a) NCR-46-17.
Column (b) Practice number-----	Column (g) or column (b) NCR-46-17.
Column (c) Units approved-----	Column (c) NCR-46-17.
Column (d) Units performed-----	Column (h) NCR-46-17.

NOTE 1.—**Farm ditches.**—Enter above the number of units performed, the linear feet of the ditches constructed, and circle such entry.

NOTE 2.—**Tree planting for forest purposes or gully control.**—Enter above the number of units performed, the number of acres on which the practice was carried out, and circle such entry.

NOTE 3.—**Diversion terraces (applicable in Indiana, Iowa, Missouri, Nebraska, Ohio, and Wisconsin).**—Enter above the number of units performed, the linear feet of the diversion terraces constructed, and circle such entry.

NOTE 4.—**Leveling land for irrigation (applicable in Nebraska and South Dakota).**—Enter above the number of units performed, the number of acres on which the practice was carried out, and circle such entry.

NOTE 5.—**Irrigation ditches or spreader ditches (applicable in South Dakota).**—Enter above the number of units performed, the linear feet of the ditches constructed, and circle such entry.

Column (e) Rate-----	NCR-46-1.
Heading of columns (g) and (h), (i) and (j) Initials of persons sharing in practices.	Heading of columns (i), (j), and (k) NCR-46-17.
Columns (g) and (i) Applicant's percentage share.	Columns (i), (j), and (k) NCR-46-17.

NOTE.—Where more than one approved practice has been carried out and where all persons sharing in the practices share in all the practices and each person's share in any of the practices is the same as his share in each other practice, no entry need be made on lines 1 to 9, columns (g) and (i). In such case, enter each applicant's share on line 10, column (g) or (i).

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS

Item to be obtained	Where obtained
Line 7. Names of applicants-----	Upper left-hand corner of NCR-46-17. The name of the applicant should be printed in block style; i. e., JOHN JONES, or typed. Where practical, the Christian name, middle initial, if any, and the surname of the applicant should be printed to prevent misdelivery of the check.
Lines 4 and 5. Entries for set-offs and assignments.	Register of Indebtedness and Forms ACP-69.

NOTE.—Entries for set-offs and assignments will be made in accordance with the order of priority set forth in Part I, APS-County-1, Revised.

The examples shown in APS-County-1, Revised, should be followed in making entries for set-offs. Entries for deductions for failure to maintain practices and breaking out permanent vegetative cover should be made on these lines also. The amount of the set-off for an FCIC note for 1945 or a subsequent year should include interest charges computed in accordance with FCI-General Procedure 5 and related instructions. Interest on such debts should be computed to the date on which computations in section IV of the application are completed and the date to which interest is computed should be entered on the application as a part of the set-off entry or in some other available space.

PART III. COMPUTATIONS ON FORM NCR-46-25

Make computations with respect to NCR-46-25 as follows:

Section III—CONSERVATION PRACTICES

Where a part of a practice was carried out with conservation materials or services furnished by the AAA and a part of the same practice was carried out with cash materials or services and separate entries have been made for each part, compute the number of approved units available for payment for that part of the practice carried out with cash materials or services by subtracting from the total number of units approved for the practice as entered in column (c) on the line for the "CMS" materials or services, the number of units of the practice carried out with "CMS" materials or services as entered in column (d).

Enter the result thus obtained in column (e) on the line for the "cash" materials or services and circle the entry if it is other than zero.

Item to be obtained	How obtained
Items 1 (f) to 10 (f). Practice payments.	(e) times the smaller of (c) and (d).

NOTE 1.—Farm ditches.—Determine that the payment does not exceed \$0.08 times the circled entry in column (d).

NOTE 2.—Tree planting.—Where trees are planted for forest purposes or gully control determine that the payment does not exceed \$7.50 times the circled entry in column (d).

NOTE 3.—Harvesting hayseed—acreage basis.—Determine that the payment does not exceed \$35.00 in South Dakota or \$87.50 in other States.

NOTE 4.—Diversion terraces (applicable in Indiana, Iowa, Missouri, Nebraska, Ohio, and Wisconsin).—Determine that the payment does not exceed \$0.08 times the circled entry in column (d).

NOTE 5.—Deferred grazing (applicable in Nebraska and South Dakota). Determine that the acreage for payment does not exceed 25 percent of the acreage of noncrop open pasture.

NOTE 6.—Leveling land for irrigation (applicable in Nebraska and South Dakota).—Determine that the payment does not exceed \$8.00 times the circled entry in column (d).

NOTE 7.—Irrigation ditches or spreader ditches (applicable in South Dakota).—Determine that the payment does not exceed \$0.08 times the circled entry in column (d).

Item to be obtained	How obtained
Items 1 (h) to 10 (h). Payment for practices.	(f) times (g). If the applicant's percentage share has been entered only in item 10 (g) make no entry in column (h).
Items 1 (j) to 10 (j). Payment for practices.	(f) times (i). If the applicant's percentage share has been entered only in item 10 (i) make no entry in column (j).

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS

Item to be obtained	Where obtained
Item 1 (b). Payment before increase--	Add the entries in column (h), section III or, if no entry has been made in column (h), multiply the sum of the entries in column (f) by the percentage entry in item 10 (g).
Item 2 (b). Increase in payment-----	Obtain from the table at the end of this part III on the basis of the payment in item 1 (b) section IV.
Item 3 (b). Total payment to applicant.	Add 1 (b) and 2 (b).
Item 4 (b). Set-offs and assignments--	Enter the amount of the indebtedness or assignment as shown in 4 (a) or the payment in 3 (b), whichever is the smaller.
Item 5 (b). Set-offs and assignments--	Enter the amount of the indebtedness or the assignment as shown in 5 (a) or the result obtained by subtracting 4 (b) from 3 (b), whichever is the smaller.
Item 6 (b). Payment to applicant after deductions.	3 (b) minus 4 (b) and 5 (b).
Items 1 (d), to 6 (d) inclusive-----	Obtain in a manner similar to that used to obtain items 1 (b) to 6 (b) inclusive.

TABLE OF INCREASES IN SMALL PAYMENTS

1. Any payment amounting to 71 cents or less shall be increased to \$1.00.
2. Any payment amounting to 72 cents or more shall be increased in accordance with the following schedule:

Amount of payment computed	Increase in payment	Amount of payment computed	Increase in payment
\$0.72 to \$0.73-----	\$0. 29	\$27.00 to \$27.99-----	\$9. 40
\$0.74 to \$0.76-----	. 30	\$28.00 to \$28.99-----	9. 60
\$0.77 to \$0.78-----	. 31	\$29.00 to \$29.99-----	9. 80
\$0.79 to \$0.81-----	. 32	\$30.00 to \$30.99-----	10. 00
\$0.82 to \$0.83-----	. 33	\$31.00 to \$31.99-----	10. 20
\$0.84 to \$0.86-----	. 34	\$32.00 to \$32.99-----	10. 40
\$0.87 to \$0.88-----	. 35	\$33.00 to \$33.99-----	10. 60
\$0.89 to \$0.91-----	. 36	\$34.00 to \$34.99-----	10. 80
\$0.92 to \$0.93-----	. 37	\$35.00 to \$35.99-----	11. 00
\$0.94 to \$0.96-----	. 38	\$36.00 to \$36.99-----	11. 20
\$0.97 to \$0.98-----	. 39	\$37.00 to \$37.99-----	11. 40
\$0.99 to \$1.99-----	. 40	\$38.00 to \$38.99-----	11. 60
\$2.00 to \$2.99-----	. 80	\$39.00 to \$39.99-----	11. 80
\$3.00 to \$3.99-----	1. 20	\$40.00 to \$40.99-----	12. 00
\$4.00 to \$4.99-----	1. 60	\$41.00 to \$41.99-----	12. 10
\$5.00 to \$5.99-----	2. 00	\$42.00 to \$42.99-----	12. 20
\$6.00 to \$6.99-----	2. 40	\$43.00 to \$43.99-----	12. 30
\$7.00 to \$7.99-----	2. 80	\$44.00 to \$44.99-----	12. 40
\$8.00 to \$8.99-----	3. 20	\$45.00 to \$45.99-----	12. 50
\$9.00 to \$9.99-----	3. 60	\$46.00 to \$46.99-----	12. 60
\$10.00 to \$10.99-----	4. 00	\$47.00 to \$47.99-----	12. 70
\$11.00 to \$11.99-----	4. 40	\$48.00 to \$48.99-----	12. 80
\$12.00 to \$12.99-----	4. 80	\$49.00 to \$49.99-----	12. 90
\$13.00 to \$13.99-----	5. 20	\$50.00 to \$50.99-----	13. 00
\$14.00 to \$14.99-----	5. 60	\$51.00 to \$51.99-----	13. 10
\$15.00 to \$15.99-----	6. 00	\$52.00 to \$52.99-----	13. 20
\$16.00 to \$16.99-----	6. 40	\$53.00 to \$53.99-----	13. 30
\$17.00 to \$17.99-----	6. 80	\$54.00 to \$54.99-----	13. 40
\$18.00 to \$18.99-----	7. 20	\$55.00 to \$55.99-----	13. 50
\$19.00 to \$19.99-----	7. 60	\$56.00 to \$56.99-----	13. 60
\$20.00 to \$20.99-----	8. 00	\$57.00 to \$57.99-----	13. 70
\$21.00 to \$21.99-----	8. 20	\$58.00 to \$58.99-----	13. 80
\$22.00 to \$22.99-----	8. 40	\$59.00 to \$59.99-----	13. 90
\$23.00 to \$23.99-----	8. 60	\$60.00 to \$185.99-----	14. 00
\$24.00 to \$24.99-----	8. 80	\$186.00 to \$199.99-----	(1)
\$25.00 to \$25.99-----	9. 00	\$200.00 and over-----	(2)
\$26.00 to \$26.99-----	9. 20		

¹ Increase to \$200.00.² No increase.

PART IV. PRACTICES CARRIED OUT UNDER POOLING AGREEMENTS

Payment for practices carried out under approved pooling agreements will be made to the person selected as manager by the producers signing the pooling agreement. The approved units for the practice as shown on the pooling agreement and the entire extent of the practice carried out under the pooling agreement will be entered on the NCR-46-25 for one of the farms covered by the pooling agreement and the manager will be shown as having 100 percent interest in such practice. The pooling agreement number preceded by the words "Pooling Agreement" will be entered in section III, column (a) of NCR-46-25 with the name of the practice.

Payment for practices carried out under approved pooling agreements will be computed in the regular manner. The payment earned by the pool manager will be added to any other payment earned by him on the farm and the increase in payment, if any, will be determined on the basis of this total. The pool manager will distribute the payment for the practice carried out under the pooling agreement among the persons entitled to share therein.

PART V. SIGNATURES OF APPLICANTS AND CERTIFICATION OF COUNTY COMMITTEE

A. Signatures of applicants.—Applications should be mailed to applicants for the purpose of obtaining their signatures, or signatures may be obtained in other ways which will not take an undue amount of time or travel on the part of the applicants or representatives of the county office. Each applicant should be requested to verify the data on the application and to sign in ink or with an indelible pencil in the space provided for his signature. His signature should be in English script and should agree with his name as printed on the form. His printed name should include his full Christian name, middle initial, if any, and surname.

Each applicant must be particularly cautioned to enter his correct mailing address. If the applicant lives in a city he should indicate the street and house number. If he lives on a rural route, he should indicate the route number and the box number where necessary. If he moves to a new address after signing his application, he should leave a forwarding address with the postmaster in order that his check may be forwarded to him at his new address. These items are extremely important since all checks issued in connection with the 1946 farm program will be mailed direct to payees by the disbursing office, and any incorrect or incomplete address will delay payments, and may result in considerable extra work in obtaining the applicant's check for him. In cases where there are two or more persons in a county having identical names, care must be exercised to see that they have separate and distinct mailing addresses. If their addresses are not separate and distinct, some arrangement will have to be made with the postal authorities to make certain that each of such persons receives the check which is issued for him.

In addition to signing the application and entering his address, the applicant should be requested to answer "Yes" or "No" to each of the questions listed below his signature. The application should be mailed with carbon intact. Generally applications should be mailed

first to absentee landlords, so, in the event the landlord does not return the application, the tenant will not be required to again sign an application.

Applications mailed each day should be posted in a mailing register. There should be posted the serial number of the application, the name of the person to whom mailed, and the date mailed. A daily check should be made to determine that applications are returned within a certain time in order that payments to other persons on the application may not be unduly delayed. Applications when mailed for signature should be accompanied by a letter which reads substantially as follows:

Dear Cooperator:

Enclosed is your application for payment under the 1946 Agricultural Conservation Program. You will receive an application for payment for each farm on which you have earned a payment.

In order that you may receive payment as soon as possible, please do the following things promptly:

1. CHECK THE APPLICATION to see that all approved practices which you carried out are shown, that the division of payment for these practices is properly shown, and that all other information is correct.
2. SIGN YOUR NAME (do not print) beneath your printed name on the application.
3. ENTER YOUR CORRECT MAILING ADDRESS beneath your signature. Include the rural route number or name of street and house number. If you move to a new address after signing your application, notify your postmaster and this office.
4. ANSWER "YES" OR "NO" to both of the questions beneath your address.
5. RETURN THE APPLICATION after you have signed it to Mr.

----- Chairman, -----
 (Name of Chairman) (Name of County)
 County Agricultural Conservation Committee, -----
 (City)

 (State)

If you have evidence showing that the payments or other data are not correct, please forward such evidence to this office immediately together with the enclosed application in order that any necessary corrections may be made before you sign the application.

Be sure that your signature agrees exactly in spelling with your printed name. If the printed name has been misspelled or incorrectly shown, sign as you usually do, and correct the printed name to agree with your signature. You must sign your full Christian name, middle initial, if any, and surname. Please return to this office all of the copies of the application which are enclosed with this letter.

Very truly yours,

 Chairman, ----- County
 Agricultural Conservation Committee.

If more than one applicant will sign the application an insert which reads substantially as follows may be mailed with the application.

NOTICE.—Your payment can be made more promptly if you will forward this application and the attached letter to the other person whose name appears on this application, who will then return it to this office.

If the signature of an applicant is affixed by mark, such signature must be witnessed by at least one disinterested person whose signature must be in English script, in the original, and handwritten.

If a married woman signs an application in her individual capacity, she should include in her signature her first name and middle name, if any. She should not sign the name of her husband preceded by

the word "Mrs.", such as "Mrs. John Doe." If she is acting in a representative or fiduciary capacity, she should sign in the same style as her name appears on her letter of authority.

B. Certification of county committee.—Check Forms NCR-46-25 to determine that the signature of each applicant is the same as his printed name. If the printed name and the signature do not agree, determine whether the printed name and the signature refer to one and the same person. If they do refer to the same person, correct the printed name to agree with the signature and initial the correction. Do not alter the signature or initial a correction made by the applicant in his signature. An illegible signature is acceptable unless it is not believed to be the applicant's signature.

After an application has been signed, the mailing address entered, and the two questions answered by the applicant, a member of the county committee should affix his signature in the space provided therefor. Where the application will be received in the State office after December 31, 1947, the date of filing in the county office shall be entered in the space provided therefor.

PART VI. TRANSMITTAL OF FORMS

When Forms NCR-46-25 have been certified by the county committee, all regular Forms NCR-46-25 and all supplemental Forms NCR-46-25 which have been signed, will be listed on RF-10 for transmittal to the State office. All data on RF-10 shall be typed.

Forms NCR-46-25 will be listed on RF-10 in farm number order. The carbon must not be removed from such forms in the county office. Regular Forms NCR-46-25 and supplemental Forms NCR-46-25 may be listed on the same sheet of RF-10. However, where this is done regular Forms NCR-46-25 should be listed first, followed by supplemental Forms NCR-46-25. Each group of forms should be listed in separate columns on RF-10 and separate totals should be shown for regular Forms NCR-46-25 and supplemental Forms NCR-46-25. Not more than 100 forms should be listed on one sheet of RF-10. The forms included in a transmittal should be arranged in the same order in which they are listed on the transmittal sheet.

The last copy of each supplemental Form NCR-46-25 which has not been signed should be attached to the regular Form NCR-46-25 for the same farm, and transmitted to the State office at the same time the regular Form NCR-46-25 is forwarded to the State office. The copies of supplemental Forms NCR-46-25 will in no instance be listed on RF-10.

After Forms NCR-46-25 have been listed on RF-10, an appropriate notation or mark should be made opposite the farm number on the Progress Record, NCR-46-5, for each form to indicate that such form has been transmitted to the State office. If, when making this notation for a farm it is found that an NCR-46-25 has previously been forwarded to the State office, a determination should be made as to whether such form is a duplicate of the form previously submitted to the State office.

Forms to be mailed to the State office may be sent by the United State Postal Service without charge if such forms weigh 4 pounds or less, and it is indicated on the package that the Government free mailing privilege is being used. If the forms weigh more than 4 pounds, they should be sent by parcel post and the postage should be prepaid. All forms which are mailed to applicants may be mailed without charge in envelopes of the Production and Marketing Administration, Field Service Branch. However, under no circumstances shall envelopes of the Production and Marketing Administration, Field Service Branch be sent to applicants for their use in returning forms.

PART VII. HANDLING OF SUSPENDED CASES

Forms NCR-46-25 which are suspended in the State office will be corrected in the State office wherever possible and relisted on an RF-10 in the "300" series. Where a form cannot be corrected in the State office it will be forwarded to the county office for correction. In such cases the form, when corrected and initialed, will be resubmitted to the State office on Form RF-10 with forms which are being transmitted to the State office for the first time.

Forms NCR-46-25 which are suspended by the General Accounting Preaudit Office prior to the scheduling of payments will be handled in the same manner as forms suspended by State office. There will be attached to such forms one copy of a preaudit difference statement setting forth the reason for suspension. When a form is corrected for the reason for which it was suspended the member of the county committee who signed the form should initial the correction, and the correction will serve as a reply to the preaudit difference statement unless the change is one which in accordance with the preaudit difference statement requires a statement of explanation. Where a form is found to be correct, a reply shall be made by the count, committee on the preaudit difference statement.

Forms NCR-46-25 which are suspended by the General Accounting Preaudit Office after the scheduling of payments will be returned to the county office with one copy of the preaudit difference statement. When the form has been corrected and initialed, it will be returned by the county office to the State office to the attention of the Clearance Unit. Such cases will not be listed on RF-10.

